

**STATE OF MICHIGAN  
OFFICE OF THE GOVERNOR**



MICHIGAN LEADERSHIP DEVELOPMENT PROGRAM  
APPLICATION FOR SUMMER 2003

## I. Personal Information Section - Please Type or Print Clearly

Full Name (Last, First, Middle): \_\_\_\_\_

Current Address: \_\_\_\_\_

Current Phone Number: \_\_\_\_\_

Final Date at this Address: \_\_\_\_\_

Permanent Home Address  
(if different from above): \_\_\_\_\_

Permanent Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

## II. Education

Fall 2003 Status (Circle One)      **Junior**      **Senior**      **Graduate**

Undergraduate Institution  
(Attending/Attended) \_\_\_\_\_

Field(s) of Study or Concentration: \_\_\_\_\_

Degree Expected/Date Expected: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ / \_\_\_\_\_

Concentration/Major GPA: \_\_\_\_\_ / \_\_\_\_\_

Graduate Institution: \_\_\_\_\_

Field(s) of Study or Concentration: \_\_\_\_\_

Degree Expected/Date Expected: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ / \_\_\_\_\_

Concentration/Major GPA: \_\_\_\_\_ / \_\_\_\_\_

Computer Skills (e.g., programs) \_\_\_\_\_

Internship for Credit: \_\_\_\_\_

If yes:                      ☐ Yes                      ☐ No

Faculty Advisor: \_\_\_\_\_

Address/Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### III. Placement Preference

Refer to Attachment B, on which the Divisions within the Governor's Office are listed, and indicate your top three preferences on the lines below:

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Please note that the number of internships is limited. **You cannot be guaranteed** any of your preferences.

If you can not be placed with any of your preferred Divisions, your placement will be based as much on your academic background and your future vocational plans as possible.

### IV. Written Response Section - Please type a response to the following question on a separate sheet of paper using no more than 500 words:

1. Briefly, what qualities or attributes will you bring to the Michigan Leadership Development Program? What are your career goals or plans? How would your selection to this program assist you in achieving these goals? What do you expect to gain from this program? Finally, if you prefer placement with any particular division, explain why that is the case.

### V. Declaration on Applying

In submitting this application, you affirm that you have reviewed the entire application, and that to the best of your belief and knowledge, the information you have provided is true and accurate. You further understand:

- That you may be required to submit proof of previous employment, education, military service or any other statements in this application.
- That your signature below authorizes the release of this and other information covering job related factors for purposes of verification and determination of suitability for participation in the Michigan Leadership Development Program.
- That, except for circumstances beyond your control, if accepted into the Michigan Leadership Development Program, you will complete the Program in its entirety.
- That respect for and strict observance of confidences shared on assignment, in seminars and over the course of the Program is absolutely essential. Any violation of confidence is grounds for dismissal from the program.
- That the State of Michigan assumes no obligation of employment subsequent to the Michigan Leadership Development Program.

Your signature below affirms your **Declaration on Applying**.

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Printed Name

Signature

Date

Return this **application** and your **response to the above question**, along with a copy of your **resume** and a **3-5 page writing sample\*** to:

Operations Division  
P.O. Box 30013  
Lansing, Michigan 48909  
Attn: Justin M. Ross

\* If interested in placement with Public Policy, the writing sample submitted must be a paper written for an academic class on any public policy topic. Writing samples for Public Policy can be longer than five pages if necessary.

# **SUMMER 2003 MICHIGAN LEADERSHIP DEVELOPMENT PROGRAM**

## **ATTACHMENT A**

### **Skills sought from participants in the Michigan Leadership Development Program**

- Excellent writing, communication and proofreading skills
- A desire to learn accompanied by the ability to ask questions
- High degree of integrity and ethical conduct
- Punctuality and dependability
- Professional demeanor
- Strong individual initiative/work ethic
- Basic computer skills, as well as the knowledge of or willingness to learn other computer skills essential to the operations of each Division (Word, Excel, PowerPoint, etc.)
- Be able to work both independently and as a team member; interpersonal skills
- Interest in public service and the desire to be a part of an efficient, hard working component of Governor Jennifer M. Granholm's Executive Office

*Additional Division-specific skills are listed with the appropriate Division position description.*

# **SUMMER 2003 MICHIGAN LEADERSHIP DEVELOPMENT PROGRAM**

## **ATTACHMENT B: POSITION DESCRIPTIONS BY DIVISION**

### **Office of the Chief Operating Officer**

This Division oversees the day-to-day operations of the Office of the Governor. It also directs interactions and coordination of State Departments; supervises community and statewide liaison efforts; and, oversees legislative, public policy, constituent services, and communication responsibilities of the Office of the Governor.

#### Intern Responsibilities:

- Working as an integral part of the team to organize the office (administrative duties)
- Answering and directing telephone calls. Assisting with filing and copying. General office support.
- Drafting responses to letters. Responding to telephone inquiries.
- Attending, as needed, a variety of meetings, including Cabinet meetings, issue-specific meetings (including, but not limited to budget, scheduling, communications, speech writing, etc.), involvement in all matters pertinent to the Office of the COO.
- Interacting with staff in the various Divisions of the Executive Office.
- Interacting with representatives of various State Departments.

### **Office of the Lieutenant Governor**

The Lt. Governor constitutionally serves as Governor in the absence of the Governor and serves as President of the State Senate. Also, the Lt. Governor is a voting member of the State Administrative Board and serves as Chair in the absence of the Governor. Some additional responsibilities are to serve as the point person for Bay, Genesee, and Saginaw counties and to take a leadership role in conservation issues.

#### Intern Responsibilities:

- Monitor daily news for breaking stories in matters of interest to the Lieutenant Governor.
- Maintain a media clipping file from local media relating to matters of interest to the Lieutenant Governor.
- Prepare briefing memos for the Lieutenant Governor's staff and Lieutenant Governor as needed.
- Special projects as they are assigned; may including district specific research projects and profile development.
- Attend Legislative Sessions as needed.
- General office tasks: help maintain files, develop resource materials, data entry, assist with incoming and outgoing mail, answer telephones and other tasks as assigned.

### **Legal Counsel**

This Division provides legal counsel to the Governor. It also reviews legislation; drafts and negotiates compacts; reviews charters, inter-local agreements, resolutions created by local units of government; extraditions, pardons, commutations, certificates of good conduct for prisoners within Michigan's penal system; and administrative and emergency rules submitted by each state department; confers with the Attorney General on significant litigation; and supervises the judicial selection and appointment process. In addition, the Division drafts executive orders, directives and proclamations.

#### Intern Responsibilities:

- Research legal issues affecting the Office of the Governor.
- Review legislation and prepare research relating to legislative history.
- Monitor daily news for legal issues affecting Michigan and the Office of the Governor.
- Prepare briefings for the Legal Counsel to the Governor, senior staff, and the Governor.
- Monitor and report on activities of state boards, commissions, and committees.
- Assist with the preparation of orders, directives, and proclamations.
- Assist with other special projects and some general office tasks as needed.

#### Additional Skills Sought:

- Well-developed research skills including familiarity with library and computer-based resources.
- Strong computer skills, including Microsoft Word, Excel, and Access.
- Interest in the law or governmental processes.

### **Scheduling**

This Division is responsible for developing the Governor's long-term and day-to-day calendar and coordinating participants of scheduled events including the Governor's security detail.

#### Intern Responsibilities:

- The Governor's Day to Day Schedule:
  - Managing incoming requests.
  - Entering requests into scheduling system.
  - Maintaining contact with requesting parties.
  - Researching requesting parties.
  - Data entry.
- Governor's detail:
  - Working closely with the security detail on the Governor's schedule.
  - Attending events as part of the advance team.
  - Working with the advance team to secure event location and security.
- Governor's Briefing Book:
  - Assembling schedule for the Governor's personal use.
  - Writing briefing memos.
  - Researching background information.
  - Working with Governor's personnel team.

### **Office of Communications**

This Division works with the media to inform the public of the Governor's goals, actions, and ideas. Information is provided through the preparation and coordination of news releases, news conferences, and audio and video presentations. This Division also prepares a large volume of speeches and issue papers for the Governor.

#### Intern Responsibilities:

- Research issues arising in local media preceding the Governor's visit to a local community.
- Research timely issues in order to prepare briefing memorandum for radio and television interviews.
- Research background for speeches and events as needed.
- Maintain a media clipping file.
- Monitor daily news for breaking stories affecting Michigan and the Governor.

- Deliver press releases to Capitol press room.
- Prepare briefing memos for senior staff and Governor as needed.
- General office tasks: help maintain files, develop resource materials, data entry, assist with incoming and outgoing mail, answer telephones and other tasks as assigned.

### **Office of the First Gentleman – Daniel Granholm Mulhern**

Staff within this office are responsible for reviewing and responding to all requests for event attendance and speaking engagements; managing the First Gentleman's calendar and constituent correspondence; coordinating all communication to state employees; and, heading up the Mentor Michigan initiative and First Man's Forums.

#### Intern Responsibilities:

- Website development and updates.
- Correspondence update and review.
- Mentor Michigan research state-wide.
- Assist with other special projects as needed.
- General office tasks: help maintain files, help develop resource materials, data entry.

### **Washington D.C. Office**

This office serves as a liaison with the nation's capitol, seeking to maximize Michigan's influence on legislation, and the regulatory and policy process at the federal level. It is also responsible for advising the Governor on issues of national importance.

**Limited** placements will be available in Washington D.C. Look for information on the Washington D.C. Internship Program soon, at [www.michigan.gov/gov](http://www.michigan.gov/gov).

### **Operations Division**

This Division provides the day-to-day business needs of the Office of the Governor. This involves the coordination of facilities, personnel, budget, and information technology.

#### Intern Responsibilities:

- Assist Deputy Directors of Budget and Human Resources in daily operations (excellent experience for accounting/finance and/or human resources majors).
- Work to support operations within every Division of the Executive Office.
- Assist in the coordination of travel expenditure approval and reimbursement.
- Assist in special projects as assigned.
- Working as an integral part of the team to organize the office (administrative duties, back up Office of the Governor Receptionists, coordinate files and inventory).

### **Appointments**

This Division recommends persons to the Governor for appointment to state boards, commissions, judicial vacancies, and boards of certain public universities.

#### Intern Responsibilities:

- Research issues in the following areas:
  - Michigan Laws and Statutes.
  - Executive Orders that have created Boards and Commissions.
- Community Outreach.



- Working as an integral part of the team to organize the office.
- Help to maintain database files.

### **Legislative Affairs**

This Division serves as a liaison between the Executive and Legislative branches of government. The staff also responds to inquiries from legislators, legislative staff, and officials from both the public and private sectors.

#### Intern Responsibilities:

- Proof reading/summarizing legislative documents.
- Assisting in the coordination of bill signing ceremonies.
- Draft responses to constituent letters and calls.
- General office support, assisting in daily operations of the Division.
- Potential assignment to various committees (e.g., Land-Use Leadership Council, among others).
- Attend and report upon committee meetings for the Division.
- Special Long Term Projects as they are assigned.

### **Public Policy**

The Policy Division assists state officials in the development and implementation of executive initiatives, and provides policy advice to the Governor.

*The following majors are preferred:*

Economics  
Political Science  
Public Policy and Public Administration  
Sociology  
Social Work  
Business

*OR one of the following majors with a demonstrated interest in the public policy aspects of each field:*

Agriculture and Natural Resources  
Criminal Justice  
Labor and Industrial Relations  
Urban Planning  
Education  
Public Health  
Nursing or Medicine  
Women's Studies, African-American Studies, Asian-American Studies, and similar programs.

#### Intern Responsibilities:

- Managing information in Policy Resource Center.
- Answering and directing telephone calls.
- Contacting and coordinating certain policy functions with department heads.
- Conducting basic policy research using Lexis/Nexis, the resources of the State of Michigan Library, Social Science databases, etc.
- Assisting the Director of Public Policy, Policy Advisors to the Governor and Research Analysts.

#### Additional Skills Sought:

- All-purpose computer skills (Word, Excel, PowerPoint, etc.).
- Research skills beyond simply the internet (Social Science databases, Lexis/Nexis, etc.).

- Genuine desire to work on public policy issues.
- Creative and “outside-the-box” approach to problem-solving.

### **Constituent Services**

This Division reviews constituent correspondence, drafts replies, coordinates agency support, issues gubernatorial tributes, proclamations, and letters recognizing special events and noteworthy achievements. It is also responsible for responding to constituent visits and phone calls to the Governor’s Office.

### **Intern Responsibilities:**

- Research issues pertinent to State Government.
- Draft responses to constituent letters and calls.
- Draft letters pertinent to resolving problems constituents are experiencing with state government agencies.
- Draft ceremonial, congratulations, and special request letters.
- Assist with Special Projects as needed.
- General office tasks: help maintain files; help develop resource materials; data entry; help with incoming and outgoing mailing; answer telephones; and other tasks that will need attention.
- Work with Division staff as needed.

### **Southeast Michigan Office**

This office is located in the city of Detroit and serves as the Governor’s liaison for the counties of Wayne, Oakland, Macomb, Monroe and Washtenaw.

**Limited** placements will be available in the Southeast Michigan Office (Detroit). Look for information on the Southeast Michigan Internship Program soon, at [www.michigan.gov/gov](http://www.michigan.gov/gov).